

FIRE INVESTIGATION UNIT SUPERVISOR

DEFINITION

Under direction, supervises and coordinates the activities of the Fire Investigation Unit, including unit training, fire investigation and case management, and review of fire suppression and investigation reports.

SUPERVISION RECEIVED/EXERCISED

Receives direction from Fire Bureau Chief

Exercises supervision over Firefighter Specialists and Firefighters in the Fire Investigations Unit.

DISTINGUISHING CHARACTERISTICS

The Fire Investigation Unit Supervisor is the first line supervisory class in the Fire Investigation Unit. Generally assigned to the Bureau of Prevention and Investigative Services, incumbents may supervise the activities of an investigation unit, and may also be assigned to special projects such as internal affairs investigations or background investigations of new hires. This class differs from the Fire Bureau Chief in that the latter administers the activities of one of the Fire Department's divisions.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

(May include, but are not limited to the following)

Serves as a liaison with the media on all arson investigations, and is involved with complex fire scene investigation incident command.

Responds to possible arson investigations; determines cause and origin.

Supervises and participates in the investigation of suspicious fires.

Maintains discipline and ensures that rules and regulations are observed and executed by staff.

Trains subordinates in the area of investigations and in handling arson-related evidence.

Schedules and conducts drills relative to fire investigations.

Maintains records and prepares reports regarding fire investigations, personnel and administrative assignments.

Coordinates and supervises the Fire Department's pre-employment background investigations including training, background investigation case management and pre-employment investigation reports.

Oversees the Fire Department's internal affairs investigations including investigation reports, case management and training.

Performs related duties as required.

JOB-RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Techniques and methods used in conducting investigations of fires, arson, explosions and hazardous materials.

Fire Science, fire suppression methods and hazardous materials.

Fire Department policies and procedures.

State and federal laws, codes, and regulations regarding arson, explosives, hazardous materials and fireworks, as well as related criminal offenses.

Skill to:

Serve as a liaison to management and field personnel, and outside agencies and resources.

Effectively lead staff and facilitate group participation and consensus building.

Operate an office computer and a variety of word processing and software applications.

Prepare and supervise unit budget.

Ability to:

Conduct fire investigations, investigate fire deaths, manage risk, coordinate subpoenas and conduct background investigations.

Evaluate evidence from a fire scene and accurately determine its cause, origin and circumstances.

Train subordinate staff in the principles, practices and methods of fire investigation.

Adhere to NFPA 1033 (Standards for Professional Qualifications for Fire Investigator) and NFPA 921 (Guide for Fire and Explosion Investigations).

Communicate clearly and concisely, both orally and in writing, and prepare complex technical reports and specifications

Establish and maintain positive working relationships with representatives of community organizations, state/ local agencies and associations, City management and staff, and the public.

Properly interpret, apply and make decisions in accordance with relevant laws, regulations and policies.

Work in extreme and hazardous conditions.

MINIMUM QUALIFICATIONS

Experience:

Six years of experience with the Fresno Fire Department and two years experience in fire investigations performing report writing, fire cause and origin determination, evidence collection/preservation and interview/interrogation.

Special Requirement(s):

Possession of a valid California Driver's License at the time of appointment.

APPROVED: _____
Director

DATE: _____

NK:SR:RLR:03-30-05